

## **Mission**

To provide quality legal services in a timely manner to the Board of County Commissioners (BCC), its subordinate offices and staff, other elected Constitutional Officers and their staffs, and as otherwise directed by the BCC.

## **Business Strategy**

Primary functions of the County Attorney's Office (CAO) are to:

Conduct legal research and render legal opinions.

Draft/review/revise ordinances, resolutions, contracts, real property instruments, legislation, and similar items.

Negotiate and coordinate intergovernmental arrangements on a wide array of subjects.

Defend or otherwise represent the County in judicial and administrative proceedings.

Monitor outside counsel when specialized expertise, not maintained within CAO, is required.

Provide real property acquisition services supporting the County's road building program.

## **Objectives**

Emphasize integrity, economy, and efficiency while maintaining quality in providing legal services.

Participate in or monitor all litigation to which the County is a party, attempting to resolve all disputes outside the judicial framework.

Participate in a direct or support capacity to accomplish County and departmental projects in accordance with priorities established by the BCC.

Maximize use of advances in information technology in performing legal research, compiling attorney work product, and communicating that product to CAO's customers.

Promote taxpayer confidence in CAO's efforts to serve the County and its citizens.

<b>Department:</b>	<b>ADMINISTRATIVE OFFICES</b>				<b>Seminole County</b>
<b>Division:</b>	<b>COUNTY ATTORNEY</b>				
<b>Section:</b>	<b>OPERATIONS</b>				<b>FY 2004/05</b>
	2002/03 Actual Expenditures	2003/04 Adopted Budget	2004/05 Tentative Approved Budget	2004/05 Adopted Budget	Change between Tentative Approved & Adopted Budget
<b>EXPENDITURES:</b>					
Personal Services	1,222,853	1,336,436	1,430,775	1,383,147	-47,628
Operating Services	165,889	194,103	199,400	210,448	11,048
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Grants and Aid	-	-	-	-	-
Reserves/Transfers	-	-	-	-	-
<b>Subtotal Operating</b>	<b>1,388,742</b>	<b>1,530,539</b>	<b>1,630,175</b>	<b>1,593,595</b>	<b>-36,580</b>
Capital Improvements	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,388,742</b>	<b>1,530,539</b>	<b>1,630,175</b>	<b>1,593,595</b>	<b>-36,580</b>
<b>FUNDING SOURCE(S)</b>					
General Fund	1,388,742	1,530,539	1,630,175	1,593,595	-36,580
<b>TOTAL FUNDING SOURCE(S)</b>	<b>1,388,742</b>	<b>1,530,539</b>	<b>1,630,175</b>	<b>1,593,595</b>	<b>-36,580</b>
Full Time Positions	17	17	17	17	-
Part-Time Positions	1	1	1	1	-
<b>New Programs and Highlights for Fiscal Year 2004/05</b>					
Outside Counsel					47,297
Lobbyist Services					75,000
</					